



## **NEFE's Financial Education Evaluation *toolkit*® FAQ's:**

### **Does it cost anything to use NEFE's Evaluation *toolkit*?**

As always, all NEFE® materials and services, including the Financial Education Evaluation *toolkit* resources, are free.

### **Who can use the *toolkit*?**

NEFE's Financial Education Evaluation *toolkit* is reserved for schools and non-profit organizations only.

### **Why should I use the Evaluation *toolkit*?**

Evaluation allows educators, administrators, and funding agencies to make decisions about the program based on objective data. Evaluation not only provides information about areas for improvement, it demonstrates the impact a course or program has on participants. Simply, by evaluating your course or program, you know where to improve or build upon success.

### **I've already completed teaching my class, can I still evaluate it?**

If you do not plan for evaluation at the beginning of the program, the opportunity is lost to record program outcomes and understand the contributing factors to those outcomes. Sometimes you can go back to participants and ask for a self-assessment of the program or components of the program that had an impact as a means to learn from participants. However, planning an evaluation from the beginning is ideal and provides the most reliable data.

### **How do I create a login?**

Visit [toolkit.nefe.org](http://toolkit.nefe.org) and click the 'Get Started' icon at the bottom of the page. Enter your user registration information when prompted and click 'Register'. You will automatically be redirected to our member homepage to begin creating your evaluation.

**Why do I need a login?**

You must create a login to utilize the Evaluation *toolkit*. Once you've logged in, you will be able to create and save course evaluations and access the full Evaluation *toolkit* manual.

**Can I save my completed evaluations?**

Yes. You can create as many evaluations as you need. Save each evaluation in your account and return to them at your convenience to edit or print.

**Am I able to email or print my evaluations?**

Yes. When completing your evaluation, you will be prompted to save the form as a PDF. Once in PDF form, save the document to your computer and add it as an attachment to Emails or print directly from your computer.

**Does the Evaluation *toolkit* compile data for me?**

No. However, in 2012, we hope to begin work on a system that will compile user data. In the meantime, calculation of percentages and means can be used to analyze and summarize evaluation data. SPSS, a Microsoft Windows® based statistical software program, is used by some educators to perform data analysis. Microsoft Excel, or other spreadsheet programs, also can be used to summarize data.

**What kind of programs can be evaluated using this *toolkit*?**

NEFE's Financial Education Evaluation *toolkit* is designed to Evaluate Financial Education courses, but can be used to evaluate other types of programs by simply creating custom questions. High school courses, one time interventions, and online interactive courses are a sampling of programs that have been evaluated by the *toolkit*.

**Will NEFE do anything with the email address I provide for my login?**

No, your email address is completely confidential and will not be shared with anyone. NEFE uses your email simply to keep track of Evaluation *toolkit* users.